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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF PUBLIC
INSTRUCTION

**FISCAL YEAR 2005
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMO #6**

TO: Family Day Care Home Sponsors

FROM: Julie Stark, Supervisor
Child and Adult Care Food Program

DATE: March 4, 2005

SUBJECT: **Minimum Standards for Child Enrollment Forms**

Standardizing child enrollment forms was a cooperative project undertaken by the family day care home sponsors several years ago. The interim rule, Child and Adult Care Food Program: Improving Management and Program Integrity, published September 1, 2004, modified the child enrollment form requirements.

7 CFR 226.15 (e) (3) now states, in part, *"At a minimum, the following records shall be collected and maintained.....Documentation of the enrollment of each child at day care homes.....Such documentation of enrollment must be updated annually, signed by a parent or legal guardian, and include information on each child's normal days and hours of care and the meals normally received while in care."*

New enrollment forms collected on or after April 1, 2005 must meet the above requirement. For all other enrollment forms, the changes must be in place by September 30, 2005. Attached is an updated list of minimum items to include on your child enrollment forms. Please make any necessary changes to your own form prior to April 1, 2005.

If you have any questions regarding this memorandum, please contact our office.

Enclosure: (1)

Minimum Standards for Child Enrollment Forms

1. Fiscal Year
2. October 1 – September 30
3. Sponsor's name
4. Sponsor's telephone number
5. Provider's name
6. Explanation of form
7. Instructions: form to be completed by parent/guardian
8. Child's name
9. Child's age
10. Child's birthdate
11. First date in care (date child care began)
12. Days of week child is in care
13. Meals/snack child will be eating*
14. Hours child is in care
15. School time data (when the child attend school)
16. Parent/Guardian name
17. Parent/Guardian address
18. Parent/Guardian home telephone number
19. Certification statement
20. Parent/Guardian signature
21. Racial/Ethnic statement and data collection
22. Nondiscrimination statement

* new requirement